

Staffing Guide

Position Description			Custodial Worker (Housekeeper – Common Area)		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation <u> X </u> • Occupancy Rate <u> X </u> • Seasonal/Peak Workload <u> X </u> 	<ul style="list-style-type: none"> • Staff Supervised <u> </u> • Facility Layout <u> X </u> • Facility Size <u> X </u> 	<ul style="list-style-type: none"> • Facility Age <u> X </u> • Furnishings Condition <u> X </u> • _____ <u> </u> 		
Workload/Staffing Comments: This position cleans using ladder, heavy equipment, and lifts over 40 lbs., mixing or diluting chemicals. Stocks and orders supplies and equipment.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	* 1 (NA-2) per 75 units (Staffing levels may be increased with local justification based on workload)	* 1 (NA-2) per 100 units (Staffing levels may be increased with local justification based on workload)	1 (NA-2) per 200 units (Staffing levels may be increased with local justification based on workload)	1 (NA-2) per 200 units (Staffing levels may be increased with local justification based on workload)	1 (NA-2) per 200 units (Staffing levels may be increased with local justification based on workload)
Alternate Staffing Standard (If Required)	1 (NA-2) per 10 units for combined positions	1 (NA-2) per 10 units for combined positions	None	None	None
Explanation of Alternative Staffing Standard: * Small and Medium operations may be a combined position that clean rooms, common areas and responsible for Continental Breakfast Operations.					
Staffing Standard Footnotes: May be required/assigned to support other housekeeping/laundry requirements as needed.					